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MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report - Period 11 - 15 February 1952

I. Completed Projects

1. Project 52-10, Recommendations for Courses Pertaining to the FBI. Reviewed the courses of instruction offered by the CIA Intelligence School and the topics presented during the 5th CIA Orientation Course. It was noted there was no course or topic pertaining to the mission of the FBI. Recommended to the D/TR that a topic entitled the "Organization and Functions of the FBI" be presented at future CIA Orientation Courses and that a course of instruction on the FBI be incorporated into the curriculum of the CIA Intelligence School.
2. Project 51-15, Rotation Working Group. The O/TR member of subject Working Group participated with representatives of other working groups to draft or amend the final conference report to the Career Service Committee. The Rotation Working Group is now officially disbanded and no further action is required on the project.

*II. Projects in Process

1.

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2. Project 51-13, Register of Training Activities. Due to the illness of [REDACTED] the processing of the IBM cards for recording the CIA Orientation Courses which was planned to start this past week was delayed. It is estimated that the processing of these cards will begin next week.

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4. Project 52-3, Training Office Section of CIA History. Assigned the overt section of this history to [REDACTED] as an orien-25X1A9a tation project.
5. Project 52-6, The Personnel Pool. Fact finding and analysis completed. Drafting final report with recommendations and necessary action papers to discharge Office of Training responsibilities which have been assigned to it in connection with the Personnel Pool.

III. Newly Assigned Projects

1. Project 52-9, Training for Employee Evaluation. The Working Group on Employee Rating through the Executive Secretary, Career Service Committee requested that a training course for supervisors be designed so that they could learn to properly complete evaluation reports. Material on how to train supervisors has been ordered from the library. Training films on the subject have been ordered for screening. Graphics Register has notified us that they will have four of the films ready for viewing on Monday morning.

IV. Projects in Suspense


1. Project 51-4, O/PC Comments on [REDACTED] Report.
2. Project 51-6, Survey of Non O/TR Training Activities.
3. Project 51-7, Professional Administrative Officer Training Program.
4. Project 51-10, Intermediate Intelligence Course.
5. Project 51-11, Basic Intelligence Course.
6. Project 51-9, A National Intelligence Course.

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7. Project 51-14, Cable Preparation Course.
8. Project 51-20, Administrative Support to Field Training Operations.
9. Project 51-21, Area and Language Specialists.
10. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
11. Project 51-26  25X1A
12. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
13. Project 52-5, CIA Employee Improvement.

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6. Project 52-8, National Security Presentation. Reviewed some of the lecture topics presented at the National War College, Industrial College of the Armed Forces, and the Strategic Intelligence School to gain background information on the type of subjects that have been given in the past.

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